

# Leominster Public Library

## UNEXPECTED CLOSING POLICY

### Rationale

This policy guides situations calling for unplanned library closures.

### Policy Statement

The Leominster Public Library endeavors to adhere to its planned operations schedule and provide excellent service to the Leominster community on an on-going basis. Occasionally, due to inclement weather, facilities matters, staffing shortages, or other issues, the library must close unexpectedly. This policy guides those situations.

### Minimum Staffing

At all times, a minimum of four (4) public-facing staff members must be present in the library and on duty for the library to open to the public.

If, due to sickness or another issue, the library is unable to achieve minimum staffing, the library must close and/or remain closed until minimum staffing can be achieved.

### Inclement Weather

During City Hall hours, the Mayor of the City of Leominster determines when the library and other municipal buildings close due to inclement weather. Outside of City Hall hours, closings due to weather are decided collaboratively by the Library Director or their designee and the Chair of the Board of Trustees or their designee.

### Facilities Issues

If the library experiences power loss or fluctuation and does not recover normal power before the library's emergency lighting runs out of batteries (approximately 30 minutes from the loss of power), the library must close.

If the library is unable to maintain a temperature of between 60 and 80 degrees Fahrenheit in its public areas due to disruption to power, disruption to HVAC systems, or another issue, the library must close.

If the library's fire alarms unexpectedly go off, the library must immediately evacuate and close until the Leominster Fire Department indicates that it is safe for the library to resume operations.

Closings due to facilities matters are made collaboratively by the Library Director or their designee and Chair of the Board of Trustees or their designee.

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### Other Unexpected Issues

If other unexpected matters, such as violence, social unrest, or public health issue, etc., arise that reasonably indicate that it would be prudent to close temporarily, the decision to close will be made collaboratively by the Library Director or their designee and Chair of the Board of Trustees or their designee.

### Pay During Unexpected Closures

Part-time staff who have already come to the library for their shift when the decision is made to close the library will be paid for the hours they expected to work. Full-time staff will be paid and will not have to use paid time off during unexpected closures. Paid time off scheduled ahead of time that takes place during an unexpected closure will not be refunded.

### Communications

Closure decisions will be communicated with City Hall, the full Board of Trustees, library staff, and the public as soon as possible.

### Emergency Situations

In situations where neither the Board Chair nor their designee is immediately reachable and the need to close is urgent, the Library Director or their designee is authorized to make emergency temporary closures.